

ATKINSON PLANNING BOARD  
Atkinson, New Hampshire  
**Workshop**  
Wednesday November 2, 2011

**Present:** Sue Killam, Chairman; Regular Members: Mike Turell, Tim Diezechowski; Alternate Members: John Wolters

Ms. Killam called the meeting to order at:7:45 p.m.

### **Approval of Minutes**

The minutes of October 19, 2011 were read

**Mike Turell motioned to accept the minutes as read. John Wolters seconded the motion. The Planning Board voted unanimously to accept the minutes with the correction to amend 6180 to 61:80**

The minutes of September 21, 2011 were read

**Mike Turell motioned to accept the minutes as read. Tim Diezechowski seconded the motion. The Planning Board voted unanimously to accept the minutes as written**

### **Workshop**

The Planning Board had a discussion on Tim researching back to 1982 and the Planning Board CIP. Another subject touched on by the Board was bonding agents, cash accounting and accounting methods.

Mike researched into Merged Lots - Under 400:3(b)Administrative forced merging of the lots. Under the HB 316 chapter law 0206 the owner can have the lots unmerged. The removal of paragraph b is recommended. A notice must be posted. The land owners has until 2016 to go to the pre-merger status. Sue read Mike's proposed Town Warrant article. Under 400:3 section (a) removing only parts, deleting all the test in (b) and changing the reference in (c) so it only references (a). Discussion on how a Warrant is written so that the Town will read it. These are only on lots merged by the Town and not by the landowner.

CIP according to Tim it was never passed as he researched back 30 years. The Board looking into having the Board of Selectman have the legal authority to form the CIP. Discussion ensued on the need for a Voluntary Secretary and if this would be a paid position.

### **Planning Board Budget**

Mike, Tim and Sue met with the Selectman and the Budget Committee. Sue stated that the Selectmen committed to everything but the exact Circuit Rider from the RPC. The BOS agreed to \$10,000 to do the Vision and Future Chapters of the Master Plan so that the Town is in compliance. As well as another \$2000 for the future CIP Committee. The Budget Committee on the other hand doesn't understand the future 10year plan. Tim suggested to put the CIP and the Master Plan on the internet. The Budget Committee is agreeing to a provisional plan. A discussion on the Budget Committee and the Town finances and the % used towards different Town departments.

### **CIP Committee**

John and Tim recommended putting on the Warrant Article that under the Master Plan the voters to have the Board of Selectman approve the CIP Committee. Discussion on the Town having in place a CIP Committee by next September and the need to have the monies set aside for a secretary

### **Town Hall Meeting**

Discussion on when the Town Hall meeting was and that it is the last Saturday in January, 2012. Also discussed was that Town Hall meeting can only amend the dollar amount or the subject but the internet must stay the same.

### **Planning Board Fees**

Sue is working on a new worksheet of what the present fees are and what fees have gone up. Site Plans whether major or minor is \$50, abutters notices are \$7 per abutter and sub-divisions are \$90 Newspaper rates have gone up and the Town is losing money on the rates charging applicants. There was further discussion on using the Carriage Town News vs. the Eagle Tribune and whether using both or one over another is best. Both papers charge reasonable rates. Discussion on how the fees are used and how they compare to other Towns like Hanover. Discussion on if the Planning Board should meet with the Board of Selectmen in private to review the fees and the potential increases. This evolved into a discussion on inspectors fees and how they are charge and how the Town handles the hours and the use of the inspectors.

### **GEX - Parking Lot Expansion**

New site plans came in with a letter from the Design Consultants. Sue read the letter and it stated that GEX wanted to increase the parking by 22 spaces. The letter was forwarded on to Stantec for Aaron to review. The abutters are commercial and industrial, no private residents. Suggestion to amend the proposed parking and the existing parking - confusing. Discussion on the square footage, leaching bed, why more spaces are needed, where the front door was located and the handi-capped entrance was located.

### **UPDATES**

Sue stated that the RPC meeting was next Wednesday if anyone was interested in going and the she would be attending.

### **Old/New Business**

Incoming      none

Outgoing      none

Mike Turell made a motion to adjourn the meeting. The motion was seconded by Member John Wolters and the Board voted unanimously to adjourn. The Planning Board meeting was adjourned at 9:39 p.m.